

Approval of Contracts

REGIONAL COUNCIL ATTACHMENT #3.1.2

Thursday, April 3, 2003

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REPORT

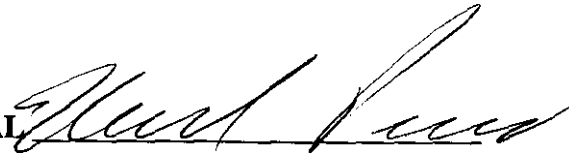
TO: Administration Committee
Regional Council

FROM: Sam Mehta, Contracts Manager (213) 236-1813
Email: mehta@scag.ca.gov

SUBJECT: Approval of Contracts Over \$25,000

DATE: March 18, 2003

EXECUTIVE DIRECTOR'S APPROVAL



RECOMMENDED ACTION: Approve Contracts

SUMMARY:

- **The Following Consultant Contracts are Recommended for Approval:**

Environmental Science Associates	NTE \$398,089
Judith Norman – Transportation Consultant	NTE \$199,862
(Award Recommendation for Consultant for Government Affairs and Lobbying Services at the State Capitol, will be presented on April 3, 2003 during the meeting)	NTE \$ 80,000 (Annually) NTE \$320,000 (48 Months)
- **The Following Contract Amendment is recommended for Approval:**

Aerial Information Systems - This Amendment	\$ 99,950
Total Contract Value	NTE \$596,690
- **The Following Software License Renewal is Recommended for Approval:**

Thomas Brothers	NTE \$ 50,337
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FISCAL IMPACT:

The Work Element is listed on the detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.

RC/ADMIN Agenda 4/3/03
PC DOC#83065



CONSULTANT CONTRACT

Consultant:

Environmental Science Associates (ESA)

Scope:

The Consultant will prepare the Draft and Final PILUT (Planning for Integrated Land Use and Transportation) 2004 RTP EIR and develop and implement a Mitigation Monitoring and Reporting Program. Specifically, the Consultant will use multiple methods to evaluate and disclose the programmatic environmental effects of the preferred PILUT 2004 RTP EIR and the RTP/EIR Alternatives.

The project will require three phases. First, the Consultant will prepare the overall methodology and the environmental setting, statement of purpose and need, and will begin to conduct technical studies and evaluations. Second, the Consultant will produce the Draft and Final EIR and the Monitoring and Reporting Program. Third, the Consultant will refine the technical studies, finalize the Administrative Record, produce a Lessons Learned Report, conduct a region-wide campaign to market the EIR as a useful planning tool, and implement the Mitigation Monitoring and Reporting Program.

Ultimately, this effort will provide a legally adequate and useful environmental planning tool for the Regional Council, local governments, and the public.

Contract Amount:

Total not to exceed	\$398,089
Environmental Science Associates (prime)	\$368,406
Katz O'Kitsu & Associates (subcontractor)	\$ 29,683

Contract Period:

May 1, 2003 through June 30, 2005

Work Element:

03-020.SCGC1	- \$ 60,000 (Funding sources: FHWA and FTA, subject to approval of SCAG's Budget Amendment 2)
04-XXX	- \$ 165,000 (Funding sources: FHWA and FTA, subject to approval of SCAG's FY 03-04 budget)
05-XXX	- \$ 173,089 (Funding sources: FHWA and FTA, subject to approval of SCAG's FY 04-05 budget)

Request for Proposal:

SCAG staff emailed notification of RFP No. 03-013 to 130 pre-qualified firms on SCAG's bidders list to notify them of the release of the RFP. The RFP was posted on SCAG's web site and staff conducted a public pre-bid meeting. The following three proposals were received in response to the solicitation:

URS (2 subcontractors)	\$759,346
EIP (1 subcontractor)	\$998,354
ESA (1 subcontractor)	\$398,089

Selection Process:

The Proposal Review Committee (PRC) evaluated all three proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all three offerors.

The PRC was comprised of the following individuals:

Leann Williams, Caltrans District 7 Regional Planning
 Renee Brandt, Environmental Supervisor, City of Los Angeles
 Steven Jones, Principle Planner, Community Redevelopment
 Agency of Los Angeles
 Rich Macias, Manager Aviation/Environmental Planning, SCAG
 Nancy Pfeffer, Senior Regional Planner, SCAG

Basis for Selection:

The PRC recommends Environmental Science Associates (ESA) for the contract award because of ESA's experience, reputation, and ability to produce useful and effective EIRs for large-scale, programmatic, transportation plans. In both the written proposal and oral interview, ESA clearly conveyed the best ability to meet the demanding schedule requirements and considerable need for flexibility that will characterize the EIR process. Their familiarity with SCAG's administrative and policy processes proved essential to making a highly cost-effective proposal (compared with the other bidding firms) that matched the needs of the organization.

ESA demonstrated a superior understanding of SCAG's needs, the pressures likely to be experienced during the process, and the need for integration of consultant staff into agency operations. Furthermore, they were responsive to concerns about legal defensibility of the product by expressing the desire to improve specific areas of the analysis, such as the assessment of growth-inducing and cumulative impacts.

The PRC was unanimous in rating ESA's proposal and oral presentation the highest. In addition, ESA had, by far, the least expensive proposal.

CONSULTANT CONTRACT

Consultant: Judith Norman – Transportation Consultant

Scope: The Consultant will qualitatively describe the non-emergency medical trip needs in the Inland Empire of Riverside and San Bernardino Counties, and quantify non-emergency medical transportation needs in relation to defined geographic sub-areas within the two counties. Medically related transportation needs are regularly brought up at annual unmet transit public hearings, but reports are usually anecdotal -- single individual's stories.

The Consultant will describe the resources that are potentially available to address these needs and requirements, including transit, and identify the barriers of local, regional, state or federal in origin that existing system confront in meeting these needs. Many medically related trips are long distances or inter-jurisdictional. Such trips are not well served by public transit's specialized services or its funding base.

The Consultant will devise recommendations that match resources with needs in relation to defined geographic areas, suggesting demonstration services to be tested.

The project will provide a planning study of value to the SCAG region and other California regions by addressing the challenges of non-emergency medical transportation in the Inland Empire.

Contract Amount:	Total not to exceed	\$199,862
	Judith Norman – Transportation Consultant (prime)	\$ 85,179
	MTM, Inc. (subcontractor)	\$ 47,225
	O'Melia Consulting (subcontractor)	\$ 27,528
	Civic Technologies (subcontractor)	\$ 39,930

Contract Period: 8 months after Notice To Proceed

Work Element: 03-131.SCGC1 - \$ 19,400 (Funding sources: FTA and local match)
04-XXX - \$180,462 (Funding sources: FTA and local match)

Request for Proposal: SCAG staff mailed postcards to 23 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 03-030. The RFP was also posted on SCAG's web site. The following four proposals were received in response to the solicitation:

Judith Norman (3 subcontractors)	\$199,862
MGT of America, Inc. (2 subcontractors)	\$199,899
Nelson/Nygaard Consulting Associates (3 subcontractors)	\$199,904
Urbitran (4 subcontractors)	\$199,662

Selection Process:

The Proposal Review Committee (PRC) evaluated all four proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all four offerors.

The PRC was comprised of the following individuals:

Michael Bair, SANBAG, Director of Rail and Transit
Paul B. Fagan, Caltrans District 8, Associate Transportation Planner

Gary Green, Caltrans District 8, Planning Manager
Tanya Love, RCTC, Program Manager
Michelle Marcotte, Molina Health Care, Regional Manager
Gary Melton, Inland Empire Health Plan, Medical Services Manager

Jennifer Merrick, SCAG, Associate Planner
Philip Percy, Kaiser Permanente, Services Manager
Jerri Smith, Community Hospital of San Bernardino, Manager

Basis for Selection:

The PRC recommends Judith Norman – Transportation Consultant (JNTC) for the contract award because of JNTC's innovative approach to assessing and planning for health care access and Non-Emergency Medical Trips (NEMT). The team is multi-disciplinary, as this project requires, each member being an expert in their own field. Additionally, JNTC is recommended for the contract award because of their completion of numerous similar projects, including NEMT provision studies, transit access, and transit coordination projects. JNTC gave impressive responses to the questions posed during the interview, and has excellent past performance record.

During the selection process, JNTC demonstrated an excellent understanding of the opportunities for using existing data sets (such as those of the UCLA Center for Health Policy Research), they identified the challenges of gathering new data and have developed strategies to overcome these challenges. JNTC demonstrated a solid understanding of national, state, and local perspectives on NEMT. The GIS component of the team will provide a strong analytical tool. In addition, the PRC was very pleased with JNTC's team who is renown in the fields of transit

and health care, and for their reputation for completing work on schedule. JNTC received the highest evaluation score of the four Consultants.

Although JNTC did not have the least expensive proposal, the PRC felt that the superior quality of JNTC's proposal well outweighed the slight cost differential between JNTC and Urbitran.

CONSULTANT CONTRACT AMENDMENT

Consultant: Aerial Information Systems (AIS)

Scope: Aerial Information Systems (AIS) was awarded Contract No. 02-004 for the development of a 2000 Regional Land Use Database for the entire SCAG region. All forests, military restricted areas and the city of Mexicali, Mexico are included. AIS is performing photo interpretation of the aerial photography obtained by SCAG through a separate contract.

The purpose of this amendment is to add two additional subtasks for the Field Verification process to be performed by AIS. Under this amendment, AIS will perform the land use field checks simultaneously with the photo interpretation process. The field verification task is an extremely valuable part of the Land Use photo interpretation process. The primary function of this task is to identify difficult to interpret photo signatures by going out into the field. AIS will also be coding all flagged polygons not clearly identified by the photo interpretation as to the existing land use at the time of the field verification process.

This amendment supports the overall goals for formulating SCAG's and other agencies planning policies. This amendment will substantially enhance the overall quality of the Land Use Database. This will ensure that the final delivery date will not exceed September 30, 2003.

Contract Amount:	This amendment is for	\$ 99,950
	Original contract is for	\$496,620
	Total contract value not to exceed	\$596,570
	(This amendment is within the 30% limitation)	

Contract Period: February 20, 2002 through September 30, 2003

Work Elements:	03-040.SCGC9	- \$ 496,620 (Funding source: FHWA/FTA/TDA)
	03-030.SCGC3	- \$ 59,950 (Funding source: FHWA/FTA/TDA, subject to approval of budget amendment 2
	04-XXX.	- \$ 40,000 (FHWA/FTA/TDA, subject to approval of FY 03-04 budget)

Request for Proposal:

Not applicable

Selection Process:

Not applicable

Basis for selection:

Due to budget constraints at the time the original RFP was released, these proposed tasks were going to be performed by the Subregions. The money that was allocated for the Subregions to perform the tasks was later removed from the FY-02/03 budget. This situation left SCAG staff with the option of performing the task in-house with possible in-kind services from Subregions. Unfortunately, only three Subregions were willing to assist us with the task. In order to avoid any delays on the final product, staff has decided to amend the existing contract with AIS and have them perform these tasks. We have allocated additional \$99,950 for the Consultant to perform the task with a one-month delay on the total project.

AIS has conducted field verifications for the 1990 and 1993 Land Use database and is familiar with all land use descriptions and key signatures (Anderson Level III/IV).

SOFTWARE LICENSE RENEWAL

Consultant: Thomas Brothers Maps

Scope: Thomas Brothers Maps will provide SCAG with an electronic database for the entire SCAG Region (approximately 38,500 square miles) under an existing software license agreement that will be used by SCAG's GIS, Transportation and Planning Data and Forecasting sections. The digital database contains the entire street network with address ranges, freeway/highway system, city boundaries, cultural feature, hydrology, zip code boundaries, land ownership, and other transportation features for the current year. We currently have a multi-year contract with Thomas Brothers that calls for an annual licensing fee.

Contract Amount: **Annual renewal license fee is** **\$ 50,337**
Thomas Brothers Maps (prime) \$ 50,337
(No subcontractor)

Contract Period: January 1, 2003 through December 31, 2003

Work Element: 03-070.SCGS50 - \$ 50,337 (Funding source: FHWA/FTA)

Request for Proposal: Not applicable, renewal of existing software license

Selection Process: Not applicable, renewal of existing software license

Basis for Selection: Since 1999, SCAG has entered into a software license agreement with Thomas Brothers for the Geofile Street Database. SCAG has developed many applications and uses of Thomas Brothers Street Network database.

Thomas Brothers represents the best and most cost effective database that we can purchase. The Thomas Brothers product meets our quality requirements. It has been used extensively by our Geographic Information System (GIS) staff and local jurisdictions as the basis for the registration of other databases. In addition, the Transportation Modeling Section has matched the Tranplan network to the Thomas Brothers street network. A change in vendors would require significant resources, both in terms of staff and expenditures, to update these systems and applications to a different database.

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As the major producer of electronic street networks since the early 1980's, Thomas Brothers has consistently met the quality standards that we require. We have purchased the Thomas Brothers database annually since 1999.

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